



Criteria for all branches

GENERAL	<ol style="list-style-type: none"> 1. The company shall have a clearly defined environmental goal, working conditions included. 2. The company shall have an internal control system to ensure the functioning of health, environment and safety rules. Eco-lighthouse-procedures according to waste, energi, transport etc. are to be gathered in this system. 3. All permits regulating emissions into the ground, water and air shall be followed. 4. Employees shall be informed of, and participate actively in making the company more environmentally friendly and a better place to work. 5. The company shall select a representative to be responsible for writing environmental reports, and developing and maintaining environmental programs. 6. An environmental status report for the previous year is to be made in the start of the new year, also containing an agenda for action plan for the current year. The action plan is to be made as a part of the ordinary budgetplan. All companies shall use the Eco-Lighthouse template for their reports. 7. Within 1. March the environmental status report shall be distributed to the environmental officer in the municipality, or to another actor authorized to receive, take care of and examine the report (can differ from one country to another). The report also is to be distributed to the company's owners / the board and the employees.
WORKING ENVIRONMENT	<ol style="list-style-type: none"> 1. The company ought to have access to health and safety services. Follow national legislation! (In industry enterprises there will most likely be a regulation that provides services like that). 2. Workplaces must have adequate ventilation and the ventilation system must be routinely cleaned and inspected. 3. Employee conferences/reviews are to be held annually. 4. Employee duties should be as varied as possible, including opportunities for physical movement. 5. Ergonomic conditions for employees should be satisfactory. (Lighting, work station, desk, chair, etc.) 6. The company should organise/sponsor sports or physical activities for its employees. 7. Smoking legislation is to be followed. 8. Indoor areas shall be tidy and cleaning should be done in the most environmental way. 9. HSSE papers for chemicals and detergents shall be available for all users (also at construction sites).
MATERIAL PURCHASE AND USE	<ol style="list-style-type: none"> 1. The company shall use goods and services that impact the environment as little as possible. (Raw materials, chemicals, detergents, paper, laundries, transportation, etc.) A checklist for environmental purchasing is to be used. (Make a list for your own, or use governmental or nongovernmental guidelines - for instance made by green advising enterprises / organisations). 2. The company shall ask their main suppliers for environmental documentation concerning how they run their own enterprise. Choose some

	<p>or all aspects. Among the important aspects: working conditions, energy, waste and pollution.</p> <ol style="list-style-type: none"> 3. As far as possible the company shall use products with serious eco-labelling, such as the EU Flower, the nordic swan, and the ISO standard TR 14025 (construction materials). The alternative is to choose products that satisfy similar environmental criteria. 4. If being part of a chain is an obstacle to environmental purchasing, the company shall try to change the chain purchase policy. 5. In the case of outsourcing, the new suppliers shall be influenced to environmental certification. 6. Use of floor space, use of materials, flexible ventilation / heating-systems shall be considered in new buildings and when remodelling. The same consideration is to be made before rental contract. 7. Companies that are using water in their production of goods must have a meter installed to measure water consumption. 8. The company shall currently consider / carry out steps to reduce water consumption, such as to focus on water consumption when buying new equipment. 9. When buying machines and equipment noise level is one of the criteria.
ENERGY	<ol style="list-style-type: none"> 1. Energy consumption shall be registered and periodically checked. (Adequate intervals are fixed in the special branch criteria). 2. When annual energy consumption is above 200.000 kWh, an energy adviser evaluates the need for an energy analysis (energy use for transportation is not included). Definition of an energy adviser is not yet published at the international website www.eco-lighthouse.com. If there are good chances to achieve a considerable reduction, the energy analysis has to be carried out. Actions that give a payback within 2 years has to be done. 3. When annual energy consumption is under 200.000 kWh (energy use to transportation still not included), it is sufficient to take advantage of an energy checklist not yet published at www.eco-lighthouse.com. Actions that give a payback within 2 years has to be done. 4. Energy sources with less impact to the environment is to be preferred when energy price is likewise or close to likewise. 5. Focus on low energy use when buying new equipment! 6. Internal routines shall provide low energy use for heating, ventilation, lighting and production. Light has to be dimmer or switched off after closing time.
TRANSPORTATION	<ol style="list-style-type: none"> 1. Employees shall be encouraged to bike, walk, carpool or use public transportation to get to work. Use of alternative methods of transportation by employees should be acknowledged and rewarded. 2. Use of telephone and video conferencing shall be considered to reduce company travel. 3. Downtown companies should have no more parking places than necessary for their own use. <p><u>Companies having their own fleet of vehicles:</u></p> <ol style="list-style-type: none"> 4. Routes shall be co-ordinated to eliminate unnecessary kilometres. In their fleet companies shall choose vehicles that has the less impact for the environment. Co-operation with other transport firms shall be considered. 5. Regularly fleet checkup and service shall be carried out by the specifications of the suppliers. 6. The company shall have statistics for each vehicle's fuel consumption and take measures to reduce these. 7. No engine idling! 8. Engine warmers ought to be installed. 9. Vehicles shall not use studded tires. 10. The use of alternative energy driven vehicles (natural gas CNG, propane LPG or electric) shall constantly be considered.

WASTE	<p><u>Waste reduction:</u></p> <ol style="list-style-type: none"> 1. The company shall implement a minimum of three waste reduction actions. Reuse is better than sorting out recyclable rubbish (for instance to repair). Two additional ways to reduce waste must be documented at re-certification. 2. The company and its suppliers shall not over-package goods. Packaging shall be re-useable or at least recyclable. Established systems for return of package and recycling of waste from package shall be used. 3. Use of disposable products shall be kept to a minimum. 4. Receipt of unaddressed advertisement and brochures shall be limited. <p><u>Waste management:</u></p> <ol style="list-style-type: none"> 5. Approximately 70% of waste shall be recycled. (Look for fixed in the special branch criteria). 6. The company's environmental representative shall routinely check the company's waste management including a thorough control twice a year. Any deviation or need for improvement shall be given immediate attention. 7. The company shall use all local systems for recycling, for example sorting glass, paper, plastic, and organic waste. 8. Hazardous waste shall be properly stored and disposed of. 9. A list of waste management procedures shall be available to all employees.
WATER-POLLUTION	<ol style="list-style-type: none"> 1. Vehicles shall be cleaned and degreased by eco-detergents / detergents approved by governmental authorities. Detergents with YL-number above 1 shall not be used. 2. Facilities for washing vehicles shall have approved drainage systems with oil and sand filters and instructions for usage of these filters.
AIR POLLUTION / NOISE	<i>Only relevant in some of the special branch criteria!</i>
AESTHETICS	<ol style="list-style-type: none"> 1. The company shall maintain its physical plant and property.